

**Board of Vocational Rehabilitation
AmericInn, Ft. Pierre
June 29 -30, 2015**

Members present: Kendra Gottsleben, Darla McGuire, Tim Neyhart, Chad Maxon, Lisa Sanderson, Kim Hoberg, Patty Kuglitsch, Jolleen Laverdure, Matt Cain, Eric Weiss, Brett Glirbas, Colleen Moran, and Melissa Flor. Members absent: Carol Kirchgesler. Others present: Bernie Grimme, Arlene Poncelet, Lisa Merchen, Colette Wagoner, Dan Rounds, Mary Livermont, and Gloria Pearson. Interpreters were Julie Paluch and Rick Norris.

OPENING ACTIONS: Welcome and Introductions: Brett Glirbas, Chairperson, called the meeting to order at 1:15 pm and asked everyone to introduce themselves and add a summer highlight. He moved to the draft meeting agenda and asked for additional items or corrections. Eric shared that Gloria Pearson, DHS Secretary, might stop in the morning for a visit. **MOTION MADE (M) TO APPROVE THE AGENDA, SECONDED, (S) AND CARRIED (C).** Brett moved onto the meeting minutes of March 26-27, 2015 and asked for any edits. Lisa brought forward changes on pages 2, 10 and 11, **MOTION TO APPROVE AS CHANGED, MSC.** Moving onto the Executive Committee minutes, Brett pointed out the South Dakota Advocates for Change funding application request to support the Advocacy JAM in September. He wanted members informed of the financial commitment of \$1,250.00 prior to their approval. **MOTION TO APPROVE THE EXECUTIVE COMMITTEE MEETING MINUTES FROM MAY 27, 2015, WHICH INCLUDES APPROVAL OF FINANCIAL SUPPORT OF THE 2015 ADVOCACY JAM IN THE AMOUNT OF \$1,250.00, MSC.**

TIME FOR PUBLIC COMMENT: None offered.

ANNOUNCEMENTS: None offered.

DIVISION DIRECTOR'S REPORT: Director's Comments: Eric thanked everyone for being present today acknowledging the busy time of year, time commitments and summer activities. Division Update: Each year the Division prepares its budget request in July for the following fiscal year (July 1st is the start of FY16). The Division will work on preparing the budget request for the next fiscal year (FY17). This may include a request for state funds for the match required to receive federal funds. The last two years there was no need to

increase the request because of sequestration. The Division had the necessary state funds needed for match (approximately every \$4.00 of federal funds requires \$1.00 of state funds for match). Eric spoke to the Division and personnel issues and losing a number of supervisors who have had many years with the agency. The current district supervisors are fairly new and are relatively inexperienced in their role as District Supervisor, yet have shown initiative and are very engaged in the mission and work of the agency. All of them participated in the Future's Initiative Project to gain additional knowledge which helped prepare them for their current positions. Board Appointments: The Division hasn't received word yet regarding appointments, but anticipates hearing something before the end of July. State Workforce Development Council: Eric was unable to attend the last meeting held June 2nd in Watertown at Lake Area Vocational Technical Institute. Agenda items included a business panel consisting of 3 or 4 employers from the community sharing their perspectives on business needs i.e., recruitment; hiring. News of the Department of Labor and Regulation includes Bill Molseed, Workforce Training Director, recently retired; Bill McEntaffer now serves in this position. Bill Molseed will be missed for his efforts; he was instrumental in bringing the two departmental staff together to work on activities. Governor's Awards Ceremony: Eric noted that the Department is working with the Governor's office to finalize items for this annual event. Once word is received on the Governor's selections, the nominees will be contacted directly. Members who served on the Governor's Awards' nominations review committee were thanked for their time, which is in addition to regular activity.

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) UPDATE:

Eric reported that WIOA was signed into law July 22, 2014 and it reauthorized Title IV of the Rehabilitation Act. The provisions of WIOA take effect July 1, 2015; March 3, 2016 is the deadline for the submission of the Unified State Plan; and July 1, 2016 common performance measures need to be outlined. The Division has a partnership with DOLR regarding the implementation of WIOA; at this point in the process it has been a challenge to identify concrete actions resulting from meetings that have taken place. Building relationships, sharing information and sorting out parameters have been early accomplishments. Beginning with the FFY 15 grant, WIOA requires that 15% of the basic vocational rehabilitation grant be spent on pre-employment transition services for students with disabilities; this includes five different types of services: job exploration counseling, work based learning experiences, counseling on opportunities for enrolling in post-secondary programs, work readiness training, and instruction and advocacy. These are

services the Division has already been providing via efforts such as YLF and Catch the Wave. Division staff are working with Budget and Finance staff to examine what the expenditures are now with these services, and the Division believes it is very close to the 15% of total expenditures. The Division is looking at providing some additional services to youth. The Division has not included staff time in the calculated 15% threshold. Another requirement is spending 50% of Supported Employment (SE) funds on youth with disabilities, which must be matched with 10% state funds. More work is needed to ensure that DRS is meeting this requirement. WIOA also calls for increased efforts working with employers and providing technical assistance, which the Division has a head start already with the Ability for Hire campaign development and the creation of the Business Specialist position.

At this point, Eric asked Bernie to touch on Section 511 of the Rehabilitation Act. Section 511 addresses new requirements when for schools, Vocational Rehabilitation Services and sub-minimum wage agencies when wages are paid less than minimum wage to individuals with disabilities. Currently, agencies approved to pay individuals less than minimum wage requires a special certificate issued by the Department of Labor and Regulation. Changes will start July 22, 2016 in three main categories: 1) if the individual is less than 24 years of age, before they can be paid sub-minimum wage they must be referred to VR; 2) individuals who continue on with sub-minimum wage must have their case reviewed at six months and then annually thereafter; this could include referral, guidance and counseling, etc. 3) schools can no longer contract with agencies for sub-minimum wage activities. The Division will explore how many individuals are working at sub-minimum wage, as well as survey agencies and work with school districts to explore different options. These changes do not impact Project Skills because students with disabilities in this program earn minimum wage.

Another change resulting from reauthorization will impact the completion of the Individualized Plan for Employment (IPE) within 90 days. The draft "IPE Policy" was handed out. It outlines steps the VR counselor needs to document for requesting an extension if the plan is not completed within 90 days, in partnership with the eligible consumer. The draft program guide will be brought to the Consumer Services Committee for review and comment prior to the next meeting. Individuals who serve on this committee are Brett, Carol, Darla, Matt, Patty, Tim and Lisa. If others want to be included, please let staff know. Eric noted the need

to look at other areas that might need changing due to reauthorization, thus more draft items might come before the Board.

EMPLOYMENT WORKS INITIATIVE UPDATE: Eric referenced the Governor's 'Employment Works Task Force' initiative and the annual report that resulted from the meetings. He spoke about the Department moving forward on a number of goals and strategies outlined in the report. Kim Hoberg was hired as the Business Specialist under the Division and has been in her position almost a year. Eric noted some activities Kim has worked on: writing an article for the South Dakota Retailers Association (SDRA); participating in webinar training hosted by SDRA; and working with the Business Resource Network and Western Diversity Network. He spoke to the Person Centered Training initiative being conducted across the state for DHS staff and staff of other related entities. DHS is working to become a PCT organization. Eric will forward training related information to staff to share with members. (Eric turned to Kim at this point.) Kim referred to the SDRA webinar training scheduled for August 11th which she is co-facilitating with Steve Stewart (DRS Rehabilitation Engineer) and identified the topics: introduction to disabilities, Americans with Disabilities Act, and examples of reasonable accommodations. She stated that SDRA is opening the training session to the public, thus it is not only limited to their membership. Next, Kim addressed the "Ability for Hire" campaign and what has been happening since the last report. Work continues on development of brochures for youth with disabilities, employers and other job seekers. They are also creating a Facebook page and LinkedIn page. Work has been done on videos with the Governor, employers and individuals with disabilities who are employed, which will be featured on the website. Kim played several videos for members. The website will include tabs for job seekers, employers, and sharing information with a boss or a friend. There will be other information via the site to include: tax credits/deductions, contact information and success stories. A comment was made about offering information about tax credits for businesses to offset the costs of undertaking barrier removal and making alterations to improve accessibility (i.e., providing sign language interpreters). A question was asked about who will be responsible for maintaining the website and keeping the site fresh with current information. Several DHS employees have access to software, and the media firm will continue doing some work with the site. A question was asked about getting feedback from employers before the site goes live. Eric reported that information was shared with the Workforce Development Council, Business Resource Network and Western Diversity Network members. Kim has also worked on an employer survey for

feedback. ("Ability for Hire" test link: <http://www.abilityforhire.epicosity.com/>) Eric noted that if members have additional comments or feedback to please forward them to him or Kim. Also, DakotaLink staff have viewed the site and provided feedback regarding ease of use and accessibility.

BREAK

DIALOGUE WITH THE SOUTH DAKOTA COUNCIL ON DEVELOPMENTAL DISABILITIES: Brett introduced Arlene Poncelet, Executive Director, and Lisa Merchen, Council Vice-Chairperson. Arlene spoke about the Council - its mission, focus on inclusion, funding and activities. The Council is developing its new five year State Plan and seeking public comment. A letter from the Council was forwarded to members last week extending an invitation to a meeting on July 15th. This meeting will offer time to learn from one another and to provide the Council with public comment. Arlene provided several pieces of information: Council on DD brochure, Council on DD Mission Statement/Statement of Principles; and State Plan for FFY2012-2016/Summary of 5-Year Goals & Objectives. Lisa spoke serving on the Council as parent of an adult with a disability, and her desire to see the Council explore new ideas. She wants to hear from others about issues impacting children/youth with disabilities, adults with disabilities, ideas for collaboration and more. Arlene inquired about ideas or suggestions for the Council:

- Having a larger impact; advocacy at city/local government level; help people learn how they can have an impact by getting involved;
- Transportation is a statewide need; find out what is working in some areas and share these ideas with other communities;
- Identify mentors for individuals with disabilities who are more isolated (individuals who are deaf/hearing impaired or those living in rural areas); look at increasing outreach through the use of technology;
- Provide information/training to aging parents who are taking care of adults with disabilities; increase family members understanding of benefits (i.e., when the parents retire);

- Provide information on available services, e.g., what is a center for independent living; what services do they provide; where does one look for money to make repairs, updates or other needed changes in for accessibility;
- Driver evaluations in the state very limited – driving training programs - finding supports is very difficult; having the appropriate vehicle, appropriate trainers – South Dakota is very isolated;

Arlene inquired about possible areas of collaboration between the Board and Council. Lisa spoke to feedback that SD Parent Connection received; information is pointing to social opportunities for families to connect, children to connect. There is so much training offered across the state – training needs are being met – the need for social environment is being sought. Patty also spoke to individuals who are deaf or hard of hearing, living in isolation. SD Association of the Deaf provides some opportunities for individuals to gather, but these are very limited. Brett encouraged individuals to think outside the box in terms of what is being offered and keeping an open mind in terms of individuals having various abilities, e.g., health; recreation. Arlene thanked everyone for their comments and shared that she was looking forward to seeing a few members at the Council's July 15th meeting in Oacoma.

PROGRAM INITIATIVES: Establishment Grants: Bernie spoke to the Request for Proposals (RFP) issued by the Division in September 2014 to advance supported employment efforts. The RFP outlined the need to serve individuals who have been working in sheltered workshops and move them towards supported employment or community employment. This effort will assist Community Support Providers in providing transition services for students with disabilities as they work towards community employment. The RFP targets individuals with intellectual disabilities currently working in sheltered employment settings; and individuals with intellectual disabilities under the age of 24 who have limited work history or experience. Nine grants were funded starting in January. This initiative will train twelve new employment positions serving as job coaches, which will impact approximately 30 individuals with disabilities in the first year.

Another initiative began June 1st to increase the capacity of providers to serve people with disabilities. Providers, who become a certified community support specialist through the Association of People in Supported Employment (APSE) and attend a PCT two day training session, result in the provider being eligible to

receive a 25% higher reimbursement rate. Examinations were never held before in South Dakota, and the Division had to work with the APSE organization to conduct the examinations in state. Individuals have to pass a competency examination. The Division has been hosting the examinations; approximately fifty individuals have tested and are waiting for results. The Division pays for the first examination for providers which is \$159.00 per person. Twenty seven providers are now certified and 18 of these providers have also attended the Person Centered Thinking training making them eligible for the higher reimbursement rate. In addition to the Person Centered Trainings, the Division has had the Center for Disabilities conduct employment specialist trainings, and there will be advanced level trainings offered later this fall. The Division is also involved with Augie Access, a post-secondary education pilot program for young adults with intellectual disabilities, which is a specifically designed curriculum which follows the "think college" program. It requires specific eligibility for program participants. Four individuals have been identified to attend at this point. Melissa commented that the partners supporting this project are working on how to obtain more interest in the program next year and getting the word out to families.

STATE & TRIBAL UPDATE: Bernie explained that there are four Native American Vocational Rehabilitation Programs in the state (Pine Ridge, Lower Brule, Cheyenne River and Standing Rock). He explained grants are funded directly between the Rehabilitation Services Administration and each tribe, with limited funds to each. The state VR agency and the Native American VR program can serve an individual jointly. The Division has cooperative agreements in place with each program. The Division has hosted meetings with staff of all four programs which have been well attended. There was a meeting scheduled in early June, however it was postponed because several programs were in the process of working on their grant applications. Rosebud is in the process of submitting a grant application. He spoke to the December meeting, which was scheduled to coincide with the Lakota Nationals in Rapid City. It was suggested that the upcoming December Board meeting be scheduled to coincide with the tribal meeting again.

MOTION TO ADJOURN, MSC.

MEETING RECONVENED: Welcome and Introductions: Brett Glirbas, Chairperson, called the meeting to order at 8:25 am and asked Eric to introduce Gloria Pearson, Secretary of the Department of Human Services. Gloria greeted

members and welcomed them to Pierre/Ft. Pierre. Brett invited everyone to introduce themselves and state where they are from.

TRANSITION SERVICES LIAISON PROJECT (TSLP) UPDATE: Dan Rounds greeted members and talked about his role with the project. He explained the purpose of the project is to provide technical assistance and training to transition age students with disabilities and families, local education agencies, and adult service agencies statewide. The project is co-funded by the Divisions of Rehabilitation Services and Service to the Blind and Visually Impaired and the State Special Education Program. There are five staff (one coordinator and four regional liaisons) that provide services. TSLP projects include: Youth Leadership Forum (YLF), Catch the Wave, resource website, regional transition forums, interagency councils, Project Skills, and Project SEARCH. 2015 Youth Leadership Forum had 90 students apply; 47 students were selected to attend along with 5 alternates. Forty-two students attended; 79 individuals assisted to make the event possible (team leaders, nurses, interpreters, other volunteers) and 32 organizations or groups were involved. In response to a question, Dan noted that the YLF application will be available in September through teachers, vocational rehabilitation counselors and the website. Catch the Wave was offered at five locations (MTI, BHSU, USD, NSU, and LATI) and had over 477 total attendees, including 301 students. Regional Transition Forums were offered in Beresford, Madison, Watertown, Aberdeen, Platte and Kyle and had 183 total attendees, including 62 students. Dan conducted an employment and Social Security benefits for youth in transition workshop in Aberdeen, which had 14 attendees. Transition Summer Institute is a two day workshop, which was held in Pierre. It focused on three transition areas: paid work experience, interagency collaboration and self-determination. There were 52 participants, including 47 special education teachers. This year scholarships were made available to teachers to attend if they agreed to conduct an activity, or bring a general educational teacher with them. One credit is offered for attending and an additional credit can be earned for conducting an activity. Post-Secondary Linkages: The project hosted a one day meeting for the disability services coordinators from SD post-secondary institutions. The agenda included technology and youth, and accommodations for people accessing dual credits. Twenty one individuals attended, including 9 disability services coordinators.

ASPIRE: Mary Livermont, Project Coordinator, provided this update. In September 2013, the U.S. Department of Education awarded the PROMISE

Initiative (Promoting Readiness of Minors in Supplemental Security Income) to a six state consortium - ASPIRE (Achieving Success by Promoting Readiness for Education and Employment). The six states of the ASPIRE consortium are Arizona, Colorado, Montana, North Dakota, South Dakota and Utah. Utah State Office of Rehabilitation is the lead and fiscal agency of ASPIRE. Each of the six states is responsible to recruit and enroll a specific number of youth and families by March 30, 2016. Mary reported that 307 letters or recruitment packets have been disseminated to recruit interested eligible youth and families; targeting the communities of Sioux Falls, Rapid City, Aberdeen, Sisseton, Milbank, and Standing Rock. Recruitment has been a bit slower on the reservations; they hope things will pick up in the fall. The next enrollment letters will go out in the communities of Mitchell and Yankton. Mary provided a handout - which showed the cumulative enrollment through June 23rd. South Dakota has seventy-seven enrollments, with a total goal of 120. Out of the 77 enrollees, 38 youth are in the ASPIRE treatment group and 39 youth are receiving the usual services. Since this is a research project, Tribal approval is required in order to conduct outreach efforts seeking youth and families on Indian reservations; approval has been received from the Standing Rock, Oglala Sioux, Sisseton-Wahpeton and Crow Creek Tribes. Approval is pending from Rosebud. Each state has an advisory committee; South Dakota's has met twice. Promotional and outreach efforts include running PSAs on the radio and ads in the Lakota Times. "Interventions," which are required by the grant, have been conducted with families in different areas of the state e.g., parent training, financial literacy, credit counseling, in addition to the provision of benefits specialists counseling. Self-determination training has been offered to youth in Sioux Falls and Rapid City with one pending in Pine Ridge. Sessions went very well and were well attended. Work experience is another option with staff making referrals to VR, working with Project Skills, including referrals of students at the ages of 14. A question was asked whether any problems or issues have come up, e.g., resulting from one family receiving services and another family not; the response was no. There were two youth from one family selected and it ended up with both assigned to the same group. All youth will be surveyed at twelve months by telephone, so more information will be gained from that activity. There were no more questions. Mary was thanked for her time and information.

GOVERNOR'S AWARDS: Information was shared yesterday regarding the status of nominations. Staff reported on who served on the committee: Matt Cain, Kendra Gottsleben, and Colleen Moran (BVR), Theresa Nold (BSBVI) and Sarah

Rush (SILC). The review committee met on May 18th and their recommendations were outlined in letters, which were drafted and forwarded to the Division, DHS Secretary and Governor at the end of May. The Board is waiting to hear from the Governor's Office about his review and selections.

BREAK

CONSUMER SATISFACTION SURVEY UPDATE: Bernie spoke to the fiscal yearend report and how it typically includes the Consumer Satisfaction Survey results. However, this information was not included this year because of upgrading the computer system. He handed out copies of that information (see attached). Bernie explained that the survey questions were developed with the assistance of the Consumer Services Committee. The survey has been shortened over the years and is now conducted by sending out a postcard to consumers at different stages of the VR process, e.g., six months after starting their first Individualized Plan for Employment, after individual has received \$1,500.00 in services, and those whose cases have been successfully rehabilitated. Comparing results from year to year, they are no significant differences. A question was asked about factors over the years that may affect results. Bernie replied that satisfaction with earnings is impacted when there is an economic downturn. As the economy started improving, satisfaction improved. Bernie shared that if there is point when the Board and Division want to revisit the questions or modify the survey, this can be done.

STATEWIDE INDEPENDENT LIVING COUNCIL: Bernie explained the SILC is similar to the Board, being federally mandated and appointments being made by the Governor. Staff support is arranged through an agreement between the Division and the SD Coalition of Citizens with Disabilities, which includes the Board's staff support. The SILC met last week in Sioux Falls at Independent Living Choices, allowing members to meet with staff. Agenda items included: reports from the Division of Rehabilitation Services and Service to the Blind and Visually Impaired, IL Services report (Home Modifications and Assistive Devices, Ramp, Consumer satisfaction, and quarterly reports), Centers for Independent Living (CILS) reviews and contracts, SILC staff report and workgroup updates. The next meeting will be held September 24th in Pierre/Ft. Pierre.

PROPOSED SLATE OF OFFICERS: The Executive Committee discussed the proposed slate of officers at their last meeting. Eric agreed to bring forth this

slate on behalf of the committee. Brett turned the meeting and gavel over to Eric. Eric explained that he would bring forth the proposed slate, and nominations would be taken from the floor, one position at time. The proposed slated included Brett Glirbas for Chairperson, Patty Kuglitsch for Vice Chairperson and Darla McGuire for Member-At-Large.

Eric moved **(M)** to nominate Brett Glirbas for Chairperson, seconded **(S)**. He called for further nominations. Eric called further nominations a second and third time, per Robert's Rules of Order, hearing none, **MOTION THAT NOMINATIONS CEASE AND BRETT CONTINUE AS CHAIRPERSON, – MSC.**

Eric moved **(M)** to nominate Patty Kuglitsch for Vice-Chair; seconded **(S)**. Eric called for further nominations. He called a second time, and a third time, per Roberts Rules of Order. Upon hearing none, **MOTION THAT NOMINATIONS CEASE AND A UNANIMOUS BALLOT BE CAST IN FAVOR OF PATTY CONTINUING AS VICE CHAIRPERSON – MSC.**

Lastly, Eric moved **(M)** to nominate Darla McGuire for Member at Large; seconded **(S)**. Eric called for any further nominations a second and third time, per Robert's Rules of Order. Hearing none, **MOTION THAT NOMINATIONS CEASE AND AN UNANIMOUS BALLOT BE CAST IN FAVOR OF DARLA CONTINUING AS MEMBER-AT-LARGE – MSC.**

Eric thanked members for agreeing to serve in different capacities on the Board, i.e., officer, committee member. Eric passed the gavel back to Brett. Brett explained that he will term off the Board next summer, thus he invited anyone who was interested in learning more about the Executive Committee or one of the officer positions, and they could participate on the Executive Committee calls/meetings. Both Darla and Brett did this before being elected to their positions last year. If anyone is interested let Brett or staff know.

FAREWELL TO OUTGOING MEMBERS: Brett explained that he attended the SILC meeting last week. A plaque was presented to Matt Cain for his service on the Board and SILC by both Chairpersons. Matt was thanked for his time, commitment and knowledge in working to improve services for people with disabilities in the areas of independent living and employment.

OTHER BUSINESS: Staff revisited the Council on Developmental Disabilities letter of invitation regarding a July 15th meeting. Staff inquired if any member was interested in attending. Patty shared she would be interested, but needed to check her calendar. Colleen and Eric both expressed an interest but had conflicts. Brett indicated he would like to attend, however, would need to work out transportation.

CLOSING ACTIONS: Future Agenda Items: DakotaLink overview and update on technology. Scheduling Next Meeting: Staff was directed to conduct a doodle poll with possible dates for the September meeting to be held in Pierre/Ft. Pierre. Rapid City was identified as possible host site for December meeting to coincide with the Division/Tribal meeting; Aberdeen for June 2016 meeting to coincide with the Youth Leadership Forum. **MOTION TO ADJOURN AT 10:45, MSC.**